

FILE

Training

DD/S 67-1968

12 APR 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : OTR's Film Production Unit

REFERENCE : Memo dtd 10 Nov 59 for DTR fr DD/S, subject
"Procedures for Production of Training Films"

1. This memorandum contains recommendations for your approval; such recommendations are contained in paragraph 4.

2. We have recently completed a review of our film unit. In addition to some minor internal changes, this review has drawn attention to the need for a better defined system of approvals and budgeting for the production of motion pictures.

3. To understand some of our recommendations a brief description of the unit and its facilities follows. In addition to a producer (who is also chief of our audio-visual aids branch), the unit has three people who represent the nucleus of motion picture production capability. They are a cameraman, an audio engineer, and an administrative assistant to support such activities as script writing, make-up and other production details. When additional professional assistance is needed such services are acquired under contract. When outside laboratory services are required, they are also obtained under contract. The use of contract personnel is moderate. The use of contract laboratory services is frequent and, for the most part, consists of editorial and sound services which are provided by a cleared local facility. The motion picture unit has equipment approximating \$100,000 in value and has access to an equipped sound stage [redacted]. This stage becomes the base of operations for in-house productions with all scenes requiring set construction made there and many external scenes made in the surrounding area.

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4. Our recommendations are:

a. That the film unit be retained at its present size and within the Office of Training. Since the unit's prime function is one of support to the production of training films, OTR is its most logical location.

b. That the primary mission of the unit be to produce films for use in OTR training programs and the secondary mission to produce films in support of other Agency requirements.

c. That a formal requesting procedure be announced to appropriate officials within the four Directorates. These requests at a minimum will have (1) the approval of the Deputy Director involved, (2) a description of the film's projected use including frequency of showings and expected life, (3) an estimate of the cost of production, and (4) a statement of the requester's agreement to bear all costs in excess of those represented by the regular staff salaries of our unit and use of existing equipment and facilities.

d. That the request processing system as outlined in paragraph 2 (a) of reference memorandum be continued. In addition, OTR will have the responsibility for preliminary negotiations among Directorate representatives concerning production conflicts and from these negotiations, recommend appropriate priorities to the DD/S for approval.

5. In alerting representatives of the Directorates of the requesting, budgeting, and approving mechanisms for film requests, you may want to indicate that the OTR film unit is capable of producing only a limited number of films per year. Production limitations are determined by the length and complexity of the films requested. Production of major films will probably require outside contracting for personnel and processing services, travel, etc. On the other hand, minor films, such as simple briefing films, can usually be produced by utilizing only OTR staff and facilities and can be made at little or no expense to the requester.

6. On the matter of budget portion of film requests, OTR representatives will be pleased to assist the requester in preparing his estimate as stated in recommendation c above. The requester will not be required to reimburse OTR for expenditures represented by the nominal use of our film unit personnel, equipment, and facilities. However, he will be expected to pay for all other expenditures such as the use of a contract script writer, TDY travel of unit employees, contract employees, and actors, and for all outside laboratory costs.

7. Upon your approval of these procedures we will test all outstanding film requests against the new budgeting and approval requirements.

We expect that with the exception of the film on the Agency's image most of the current requests will be canceled.

/s/
John Richardson
John Richardson
Director of Training

The recommendations contained in paragraph 4 are approved.

SIGNED R. L. Bannerman

25 APR 1967

R. L. Bannerman
Deputy Director
for Support

Date

Distribution:

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***h/w by Mr. Bannerman:
"OTR to prepare for my signature a memo
Per para 4c. s/B"

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